

Tab C

Savings Through the Deletion of  
Manually Produced Reports

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160001-9

## REPORTS INVENTORY

CONTROL NO.

SRB 001A

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

AGENCY GRADE DISTRIBUTION BY OFFICE

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

MONTHLY

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

FORM

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OP/CD/SRB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

144 A &amp; H

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21	X	12.4	=	52.20	X	12	=	626.40

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

626.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The report is done for the convenience of the users as all  
of this information is distributed to them in a 100 plus page  
report.

## 14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

148.8

626.40

16. DATE OF INVENTORY

10-8-70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT

162

Classification

(22-36-43)

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